

1.4.B.3 Adult Internal Management System (AIMS)

I Policy Index:



Date Signed: 09/25/2013
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Affected Units: Adult Male Institutions
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Office of Primary Responsibility: DOC Administration

II Policy:

The Adult Internal Management System (AIMS) is designed to identify male inmates based on their life history and observed behavior while incarcerated and separate them into homogeneous living groups as an effective management tool to reduce tension, violence and disruptive behavior.

III Definitions:

None

IV Procedures:

1. AIMS Implementation:

- A. Adult institutions housing male inmates will utilize the AIMS classification procedures for male inmates in general population housing assignments as well as male inmates in segregation and specialized populations (See DOC policies 1.3.D.4 [Administrative Segregation](#) and 1.3.D.1 [Disciplinary Segregation Housing](#)).
1. No rights, privileges or custody levels will be lost, changed, determined or affected on the basis of an inmate's AIMS code.
 2. Inmate cell/room/bed assignments at minimum custody facilities will not be made based solely on the AIMS code.
 3. Although the AIMS code will still be utilized, other considerations such as work assignment, program assignment, etc. may take precedence when making cell/room/bed assignments at a minimum custody facility.
- B. Each adult institution housing male inmates will develop procedures for the implementation of this policy utilizing the [Correctional Adjustment Checklist](#) (See [Attachments 1](#) and [2](#)), the [Checklist for the Analysis of Inmate Life History Records](#) (See [Attachments 3](#) and [4](#)). These checklists will be entered into the AIMS assessment located in COMS.

2. AIMS Categories:

- A. AIMS distributes inmates into five (5) categories with designations of A,B,C,D and/or E.
- B. This designation will be based on historical background data gathered and observed behavior adjustment at the Admissions and Orientation (A&O) Unit.

3. Initial AIMS Classification:

- A. Male inmates newly admitted to the Department of Corrections (DOC) who have not previously been assessed will have an AIMS assessment completed by trained A&O unit staff.
- B. An inmate will normally be observed for a minimum of ten (10) days before an AIMS classification assessment can be completed.
- C. Once an inmate has been properly scored and an AIMS category has been assigned, the inmate will remain assigned to that AIMS category (A-E) for the duration of his sentence.

4. Housing Assignment Based on AIMS:

- A. Inmate housing based on assessment.
 - 1. Inmates assessed with an AIMS code of C may be housed in units with inmates assessed with an AIMS code of A, B, D, or E designations.
 - 3. Inmates assessed with an AIMS code of A or B may not be housed in units with an inmate assessed with an AIMS code of D or E.
- B. Inmates will be assigned to their housing unit based on their AIMS group designation.
 - 1. Inmates being transferred to an institution and whose AIMS category is already known will be assigned to the appropriate housing unit upon arrival.
 - 2. If this is not possible, the inmate will be assigned the next available bed, but relocated to an AIM-appropriate housing unit within thirty (30) days.
- C. Inmates may be placed in an alternative housing unit other than what their designated AIMS code indicates based on recommendations from DOC staff.
 - 1. The primary reasons for alternative housing unit placements will be the safety and security of inmates and their housing units.
 - 2. Unit staff must complete an [Alternative AIMS Housing Placement](#) form located in COMS on the offender assessment screen under the documents tab.
 - 3. This requires the approval of a Unit Manager, Deputy Warden and Warden.
- D. Inmates may be removed from an alternative housing placement, based on recommendations from DOC staff.
 - 1. Unit staff must complete the [Alternative AIMS Housing Placement](#) to remove an inmate from alternative housing ([See Attachment 5](#)).

2. This requires the approval of a Unit Manager, Deputy Warden and Warden.

5. AIMS Reclassification:

- A. A new AIMS classification assessment will only be initiated by the A&O unit staff if the inmate was discharged from DOC custody for more than one (1) year. Inmates who have violated parole and been re-admitted to the DOC do not require a second AIMS classification assessment.
- B. In the event a unit staff member believes an inmate has been incorrectly assessed he or she will notify their respective Unit Manager.
 1. If the Unit Manager agrees with this assessment, the Unit Manager will initiate a second AIMS classification assessment on the inmate.
 2. If the second AIMS classification assessment code is different from the initial code, the Unit Manager will notify his/her supervisor.
 3. The supervisor will arrange a consultation with the respective Unit Managers to determine the appropriate classification and housing assignment for the inmate.

V Related Directives:

DOC policy 1.3.D.1 – [Disciplinary Segregation Housing](#)

DOC policy 1.3.D.4 – [Administrative Segregation](#)

DOC policy 1.4.B.2 – [Male Inmate Classification](#)

VI Revision Log:

October 2002: Revised references to O and I to read Admissions and Orientation throughout policy.

Added section F to Housing. Added term "housing male inmates" to AIMS Implementation section.

Removed State Penitentiary reference from AIMS Categories.

August 2003: Revised the policy statement. Noted that the policy only applies to male inmates and deleted references to female inmates. Added reference to policy 1.4.B.2.

December 2004: **Clarified** that inmates will be relocated to "AIM-appropriate housing within thirty (30) days" under the section Housing Assignment Based on AIMS.

August 2005: **Revised** cell/room/bunk assignment requirements for minimum custody facilities so that AIMS is not the primary factor. **Revised** the language on the ten day observation period.

January 2008: **Added** attachments 2 and 4. **Revised** the section on Housing Assignment Based on AIMS to note that the AIMS code determines the inmate's housing unit. **Revised** the policy statement.

Added references to DOC policies 1.3.D.1 and 1.3.D.4. **Added** guidelines for recommendation of alternative housing unit placement. **Revised** attachment 5.

August 2008: **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2.

Revised Policy statement to state that male incarcerated inmates are separated into homogeneous living groups. **Revised** minor grammatical and wording changes throughout policy. **Added** DOC policy when referencing policies in section V.

January 2009: **Added** ss (D, D1 and D2 of Housing Assignment Based on AIMS. **Revised** name of Attachment 5 and **added** placement and removal to an alternative housing placement within same attachment.

August 2009: **Revised** title of DOC policy 1.4.B.2 throughout policy. **Revised** minor wording throughout policy. **Added** hyperlinks throughout policy.

August 2010: **Revised** formatting of Section 1.

October 2011: **Reviewed with no changes.**

October 2012: **Reviewed with no changes.**

March 2013: **Deleted** "and the computer programmed AIMS list" and **Replaced** with "These checklists will be entered into the AIMS assessment located in COMS" in Section 1 B. **Deleted** A. "An

inmates AIMS classification will be examined by the inmate's unit staff at the inmate's regularly scheduled classification hearing" in Section 5. **Renumbered** items that followed.

July 2013: **Deleted** "AIMed will be AIMed" and **Replaced** with "assessed will have an AIMS assessment completed" in Section 3 A. **Deleted** B. "Inmates who have not previously been AIMed who are received at any other institutions will be AIMed by trained staff at the receiving institution" in Section 3 A. **Deleted** "General population housing will be divided into 3 group living areas:" and **Replaced** with "Inmate housing based on assessment" in Section 4. **Deleted** "1. The 3 living areas will be divided so that category A and B inmates are housed together in a unit, category C inmates are housed together in a unit and category D and E inmates are housed together in a unit" in Section 4 A. **Added** "assessed with an AIMS code of" and **Deleted** "designation" in Section 4 A. 2 and 3. **Deleted** "Alternative AIMS Housing Placement" and **Replaced** with "Alternative AIMS Housing Placement form located in COMS on the offender assessment screen under the documents tab" in Section 4 C. 2. **Deleted** "leaves the DOC" and **Replaced** with "was discharged from DOC custody" and **Added** "Inmates who have violated parole and been re-admitted to the DOC do not require a second AIMS classification assessment" in Section 5 A. **Deleted** "score" and **Replaced** with "Classification assessment code" in Section 5 A. 2.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

09/25/2013

Date

Attachment 1: Correctional Adjustment Checklist

The **Correctional Adjustment Checklist** form is available as an IWP in COMS.

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Correctional Adjustment Checklist Please refer to DOC policy 1.4.B.3 Adult Internal Management System (AIMS)	
CORRECTIONAL ADJUSTMENT CHECKLIST			
Inmate Name		Number:	
Name of Person completing this checklist		Date:	
Instructions: Please indicate if the following behaviors this inmate exhibits. If the behavior describes the inmate, check "1". If it does not, check "0". Please complete this entire checklist.			
1.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Worried, Anxious	
2.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Tries, but cannot seem to follow directions	
3.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Tense, unable to relax	
4.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Socially withdrawn	
5.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Continually asks for help from staff	
6.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Gets along with hoodlums	
7.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Seems to take no pleasure in anything	
8.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Jittery, jumpy; seems afraid	
9.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Uses leisure time to cause trouble	
10.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Continually uses profane language; curses and swears	
11.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Early riser	
12.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Sluggish and drowsy	
13.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Cannot be trusted at all	
14.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Moody, brooding	
15.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Needs constant supervision	
16.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Victimizes weaker inmates	
17.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Seems dull and unintelligent	
18.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Is an agitator about race	
19.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Continually lies to cons/staff	
20.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Impulsive; unpredictable	
21.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Afraid of other inmates	
22.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Seems to seek excitement	
23.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Never seems happy	
24.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Doesn't trust staff	
25.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Passive; easily led	
26.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Talks aggressively to other inmates	
27.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Accepts no blame for any of his troubles	
28.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Continually complains; accuses staff of unfairness	
29.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Daydreams; seems to be mentally off in space	
30.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Talks aggressively to staff	
31.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Has a quick temper	
32.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Obviously holds grudges; seeks to "get even"	
33.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Inattentive; seems preoccupied	
34.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Attempts to play staff against one another	
35.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Passively resists; has to be forced to participate	
36.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Tries to form a clique	
37.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Openly defies regulation and rules	
38.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Often sad and depressed	
39.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Stirs up trouble among inmates	
40.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Aids or abets others in breaking the rules	
41.	<input type="checkbox"/> 0 <input type="checkbox"/> 1	Considers himself unfairly confined	
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Attachment 2: Cues for Completing the Correctional Adjustment Checklist

1. Worried, anxious
Note: Nervous, uneasy, lack of eye contact, hyper-alert, continually asking to see a counselor.
2. Tries, but cannot seem to follow directions
Note: Frequent "spot" (minor) reports, appears absent-minded, doesn't seem to "get" (understand) instructions.
3. Tense, unable to relax
Note: Can't sleep, paces, sweats a lot, sits on the edge of the chair.
4. Socially withdrawn
Note: Sits alone, doesn't participate, one or two-word conversations.
5. Continually asks for help from staff
Note: Submits numerous request slips (kites), asks unnecessary questions (ones for which he knows the answers), almost always stops any staff member to ask about something.
6. Gets along with the hoods
Note: Associates with trouble-makers ("heavy" inmates).
7. Seems to take no pleasure in anything
Note: Always complaining, "whiner", seems depressed, almost never smiles.
8. Jittery, jumpy, seems afraid
Note: Hyper startle reactions, nervous, hangs around staff, wants to sign up for every program, seemingly "every day" has a whole new set of problems, frequently on sick-call.
9. Uses leisure time to cause trouble
Note: A "practical joker", doesn't get involved in organized activities, almost always seems to be in some place other than where he should be.
10. Continually uses profane language, curses, and swears
Note: Excessive use of profane language.
11. Easily upset
Note: Almost any change in routine causes him to erupt.
12. Sluggish and drowsy
Note: "Spot" reports for sleeping during count, droopy, slow moving, often asleep in the middle of the day.
13. Cannot be trusted at all
Note: Frequent disciplinary reports, lies, steals, will not follow directions, often found in places "out of bounds" for inmates.

14. Moody, brooding
Note: Rapid changes in attitude (seemingly without reason), over-reacts to normal situations, depressed.
15. Needs constant supervision
Note: Never finishes a task, job is always done poorly, asks unnecessary questions, challenges rules and regulations (wants to know “why” about almost everything).
16. Victimizes weaker inmates
Note: Physically/mentally intimidating, loud voice, has “followers”, frequent expression of dislike for certain type of offenders/individuals.
17. Seems dull and unintelligent
Note: Loner, not involved in program activities, uses limited vocabulary, doesn’t seem to understand instructions, without continual supervision the job gets all messed-up, passive, seems “lost in space”, doesn’t read, may need help writing.
18. Is an agitator about race
Note: Uses racial slurs/comments, stereotypes others, uses race as a “crutch”.
19. Continually tries to con staff
Note: “Buddies-up” to staff, frequently compliments staff members, seems to consider self more like staff than like an inmate, volunteers for undesirable tasks, joins many programs but doesn’t really get involved, talks to staff member “A” about staff member “B”.
20. Impulsive, unpredictable
Note: Quick changes in attitude, does “dumb” things, frequently asks for changes (i.e. job, bed/room assignment, etc.), “flies off the handle”.
21. Afraid of other inmates
Note: Hangs around staff, doesn’t participate, avoids contact (physical/ verbal) with other inmates, mentions to staff vague threats that inmates make towards him (but frequently won’t name names), fearful body language, tries to “fade into the woodwork”.
22. Seems to seek excitement
Note: “Daredevil”, tells staff and inmates stories about “daring” deeds, always into things (where the “action” is), frequently comes up with “wild” ideas, challenges other inmates to compete in physical activities.
23. Never seems happy
Note: Depressed, frown upon face, never has a good word to say, sad, loner, seeks sympathy, doesn’t associate with other inmates, frequently has complaints about a variety of things.
24. Doesn’t trust staff
Note: Quiet, minimal interaction with staff, asks different staff members the same question, overly concerned about differences in ways staff function, wants to know “where does it say that in the rules?”
25. Passive, easily led
Note: Follower, hangs with the “heavy” inmates, reads a lot, quiet, does just what is asked of him without any self-initiated additional effort, “fall guy”.

26. Talks aggressively to other inmates
Note: Uses loud voice, verbally intimidates others, overly profane, makes veiled (or not so veiled) threats.
27. Accepts no blame for any of his troubles
Note: Always has an excuse, "society made me do it", the police "set him up", never his fault.
28. Continually complains; accuses staff of unfairness
Note: Frequently files grievances, jail-house lawyer, will "button-hole" anyone to tell them about unfair treatment he is receiving, wants to know "where in the rule book does it say that?"
29. Daydreams; seems mentally off in space
Note: Sits alone, doesn't participate, inattentive, stares off into space, has "poor" hearing.
30. Talks aggressively to staff
Note: Uses loud voice, surly, verbally intimidating, excessive profanity, challenges staff's authority to give him orders.
31. Has a quick temper
Note: Gets numerous disciplinary reports, challenges staff, blows-up over minor things, can't take "no" as an answer, ready to fight "at the drop of a hat".
32. Obviously holds grudges; seeks to get even
Note: Stirs up trouble, has angry looks on his face, preoccupied, very observing, turns in many reports about staff behavior, seems always to be quietly talking to other inmates.
33. Inattentive; seems preoccupied
Note: Fails to follow instructions, doesn't pass orientation exam, little eye contact, doesn't seem to be listening, "off in space".
34. Attempts to play staff against one another
Note: Asks several staff members the same question, talks to one staff member about another staff member.
35. Passively resistant; has to be forced to participate
Note: Slow to follow instructions, requires a direct order to get action, complainer, quietly challenges staff's authority, wants to know "where does it say that in the rules?", loner, just sits, whatever it is he'd rather not do it.
36. Tries to form a clique
Note: "Helps out" other inmates, acts as a "leader" or spokesman for other inmates, attracts a group of followers.
37. Openly defies rules and regulations
Note: Numerous disciplinary reports, loudly challenges staff's authority (frequently in front of other inmates), wants to know "where does it say that in the rules?"
38. Often sad and depressed
Note: Cries, withdrawn, isolated, doesn't talk much, does not participate in activities, moves slowly, family reports no contacts with him.

39. Stirs up trouble among inmates

Note: Talks to different group of inmates than usually talks to, loud mouth, sets self up to be the center of attention, wants to know about other inmates' charges, snitcher, tells inmate "X" what inmate "Y" said about him, sets up inmates/groups against one another.

40. Aiding or abetting in breaking the rules

Note: Behind-the-scenes type, set-up other inmates (dares them to do things), is leader of a group of "heavy" inmates, tells "war stories" about how to break the rules and get away with it.

41. Considers himself unjustly confined

Note: Claims to be innocent, complains about unfair sentence, displays no remorse over wrongdoings, maintains "they got the wrong guy", challenges authority has the right to make the decision to confine him.

The ***Checklist for the Analysis of Inmate Life History Records*** is available as an IWP in COMS.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Checklist for the Analysis of Inmate Life History Records Please refer to DOC policy 1.4.B.3 Adult Internal Management System (AIMS)
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CHECKLIST FOR THE ANALYSIS OF INMATE LIFE HISTORY RECORDS	

Inmate Name: 	Inmate Number:
Name of Person Completing This Checklist: 	Date:

Instructions: Please place an "X" after each behavior that describes this inmate's life history.	
1.	Has few, if any, friends
2.	Thrill - seeking
3.	Preoccupied
4.	Uncontrolled as a child
5.	Has expressed guilt over offense
6.	Expressed need for self-improvement
7.	Socially withdrawn
8.	Weak, indecisive, easily led
9.	Previous local, state or federal incarceration
10.	Tough, defiant
11.	Irregular work history (if not a student)
12.	Noted not to be responsive to counseling
13.	Gives impression of ineptness, incompetence in managing everyday problems in living
14.	Supports wife and children
15.	Claims offense was motivated by family problems
16.	Closes ties with criminal elements
17.	Depressed, moose
18.	Physically aggressive (strong arm, assault, reckless homicide, attempted murder, mugging)
19.	Apprehension likely due to "stupid" behavior on part of the offender
20.	Single marriage
21.	Expresses feelings of inadequacy, worthlessness
22.	Difficulties in the public schools
23.	Exhausting financial reserves prior to commission of offense for which incarcerated
24.	Passive, submits due
25.	Bravado, braggart
26.	Guiltless, blames others
27.	Lack of concern for others

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Attachment 4: Cues for Completing the Life History Checklist

1. Has few, if any friends.
Record – was crime committed alone or with others? Ask – are you a loner or do you “hang around” with lots of people?
2. Thrill seeking.
May be indicated by evidence of excessive substance abuse, excessive disciplinary record, even tattoos. Crime statement may provide an indication.
3. Preoccupied; “dreamy”.
Observe – Does he stare into space? Does he have a minimal attention span?
4. Uncontrollable as a child.
Record – juvenile incarcerations. Did he ever run away from home? During assessment interview you already ask, “why did you drop out of school?” If he had difficulty or got into trouble this is a good indicator. If he completed high school, chances are he was not uncontrollable as a child.
5. Has expressed guilt over offense.
Record – read the crime statement. Observe his attitude – ask him to tell you a little about what happened (concerning the crime). Do not simply ask: “do you feel guilty?” He’ll either say “yes” or say he didn’t commit the crime at all.
6. Expresses need for self-improvement.
Record – has he participated in any programs or is he currently interested in program participation?
7. Socially withdrawn.
Avoids eye contact, minimal conversation.
8. Weak, indecisive, easily led.
Record – crime statement; was he involved in a crime with others? Does he appear to have been a ring leader? Ask about crime – does he claim he was in with the wrong crowd?
9. Previous local, state or federal incarceration.
Record – has the inmate been incarcerated for any other charge (including misdemeanor charges at local jails) prior to this incarceration?
10. Tough, defiant.
Record – disciplinaries, a juvenile record, crimes such as resisting arrest are good indicators. Observe – the inmate’s attitude (it is not appropriate to ask directly “are you tough a defiant?”). Is he arrogant?
11. Irregular work history (if not a student).
This is asked during the assessment interview. Verify by checking the record.
12. Noted not responsive to counseling.
Record – has the inmate participated in any needed counseling?
Example: He had a substance abuse problem and participated in counseling and is being written up for contraband, etc., or counseling was recommended but he did not attend sessions.
13. Gives impression of ineptness, incompetence in managing every day problems in living.
Appearance – is he disheveled, messy, “not very together”, does he lack basic social skills?

14. Supported wife and children.
Record – was he regularly employed and did he have a family to support?
15. Claims offense was motivated by family problems.
Is there evidence of recent or longstanding discord/turbulence in family relationships?
16. Close ties with criminal elements.
Did he have accomplices? Were they career criminals? Does he associate with known “hoods” in the prison?
17. Depressed, morose.
Have there been recent suicide attempts or gestures? Is his general attitude depressed?
18. Physically aggressive (strong arm, assault, reckless homicide, attempted murder, mugging, etc.).
Record – has the inmate ever been convicted of a physically aggressive crime? Note the “etc.” It could be sexual assault, resisting arrest, “etc.”
19. Apprehension likely due to “stupid” behavior on the part of the offender.
Record – does it specify drug/alcohol influence? Read crime statement – was the arrest due to “stupid behavior”?
20. Single marriage.
The inmate is currently married and has never been divorced or widowed (In those jurisdictions which recognize common law marriages, common law does apply).
21. Expresses feelings of inadequacy, worthlessness.
Suicide gestures, general attitude.
22. Difficulties in public schools.
Did the inmate drop out of school? Does he have below-average test scores? This item is concerned mainly with behavioral difficulties.
23. Suffered financial reverses prior to commission of offense for which incarcerated.
Did the inmate lose his job just prior to committing his current offense?
24. Passive, submissive.
Is the inmate quiet, hard to converse with? Does the inmate let others “push him around?”
25. Bravado, braggart.
Does the inmate talk about how great he is (I was making big money on the streets, etc.).
26. Guiltless, blames others.
Record – crime statement. Denial of evident substance abuse problems.
27. Expresses lack of concern for others.
Thinks only of himself. No concern for family, friends, or victim (if applicable).

The **Alternative AIMS Housing Placement** is available in COMS.

[illegible]